

SUMMARY OF THE ON-SITE ASSESSMENT COMMITTEE MEETING DECEMBER 4, 2002

The On-site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, December 4, 2002, at 1 p.m. Eastern Standard Time (EST). Chairperson Mr. Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. A list of action items generated during this meeting is given in Attachment A. A list of participants is given in Attachment B and the agenda for this meeting is given in Attachment C. The meeting agenda is given in Attachment C. *The purpose of the meeting was to set dates for future meeting dates, discuss highlights of the Eighth NELAC Interim Meeting (NELAC 8i), and to review proposed changes to the Chapter 5 checklist.*

INTRODUCTION

Mr. Sotomayor called the meeting to order. Because many committee members were not able to attend the teleconference, Mr. Sotomayor postponed the approval of minutes, review of action items, and the discussion of future meeting dates.

NELAC 8i OVERVIEW AND REACTIONS

Committee members that attended the interim meeting were generally positive about its content and outcomes. They were in agreement that the On-site Assessment session proceeded smoothly and that the Committee had gotten valuable comments and suggestions on how to revise the proposed definitions for “deficiencies,” “findings,” and “observations.” Session attendees felt that holding assessors’ forums electronically was an excellent tool towards improving consistency of assessments.

Some committee members felt that the Quality Systems session discussions were of extreme importance and felt frustrated about how the schedule prevented them from fully participating in those sessions. Some members felt that the sessions could be grouped more effectively to minimize such conflicts. Mr. Sotomayor was asked to convey this concern to the NELAC 9 planning committee.

Those that attended NELAC 8i were unanimous in praising the work done by the hosting agencies in producing the meeting.

CHAPTER 5 CHECKLIST

Mr. Charles Dyer informed the Committee that he had to date received comments from the states of New York and Florida on the proposed revision to the checklist. He had incorporated or considered all of the comments from New York. At first glance, he felt that many of the comments from Florida could be addressed with the changes made at New York’s request.

The Committee considered briefly formatting alternatives for the Checklist, but concluded that since no single format would be equally useful for all assessors and accrediting authorities, that relying on one that could be adjusted easily by users was the best alternative.

Mr. Dyer requested once again that comments on the Checklist be forwarded to him. The Committee agreed to a deadline of January 10, 2003 for receiving comments. The Committee will consider a final version of the Checklist for approval and eventual posting on the NELAC Website on January 15, 2003.

CONCLUSION

Mr. Sotomayor agreed to circulate electronically a scheduled for future Committee meetings. He also would poll members to determine if it were feasible to meet on December 18, as scheduled. There being no further business to discuss, the meeting was adjourned shortly before 2:30 p.m. EST.

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
DECEMBER 4, 2002**

Item No.	Action	Date to be Completed
1.	Mr. Sotomayor will circulate electronically a proposed schedule for future On-site Assessment Committee meetings.	12/09/2002
2.	Mr. Sotomayor will poll electronically Committee members to determine if a meeting on December 18 is still feasible.	12/09/2002
3.	Mr. Sotomayor will request that minutes remaining to be approved be ratified electronically.	12/09/2002
4.	Mr. Sotomayor will communicate concerns about scheduling of committee sessions at NELAC meetings to the NELAC 9 Planning Committee.	01/31/2003
5.	Mr. Dyer will continue to collect and disseminate comments on the proposed Chapter 5 Checklist.	01/10/2003
6.	The On-site Assessment Committee will consider for approval and eventual posting on the NELAC Website a final version of the Chapter 5 Checklist.	01/15/2003

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
NOVEMBER 6, 2002**

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**AGENDA
ON-SITE ASSESSMENT COMMITTEE MEETING
DECEMBER 4, 2002; 1:00-2:30 p.m. EST**

1:00 – 1:05	Attendance
1:05 – 1:10	Agenda Repair Announcements Status of Action Items Approval of Past Minutes
1:10 – 1:30	Future Meetings --Dates --INELA On-Site Assessment Committee
1:30 – 1:40	NELAC 8i --Overview and Reactions
1:40 – 2:25	Chapter 5 Checklist
2:25 – 2:30	Next Steps/Adjournment